E-Filing System User Guide

National Labor Relations Board

Office of the Chief Information Officer

February 21, 2020

Table of Contents

1. Introduction

1.1. Purpose

The E-Filing process, which has been integrated with My Account Portal (MAP), allows users to e-file documents to specific cases and inquiries using their MAP credentials or as a new user.

2. E-File

2.1. Browser Compatibility

The E-Filing application is compatible with the following Internet browsers. However, Google Chrome is the preferred browser.

- Google Chrome
- Internet Explorer 11
- Microsoft Edge

2.2. Terms and Conditions

1. The first page you will see each time you access the E-File application is the Terms and Conditions page. Once reviewed, click on *"I Accept"*.

2.3.   Contact Information

There are four scenarios associated with the Contact Information page: user has an existing account and signs in (2.3.1), user has an existing account, but has forgotten the account number (2.3.1.1), user is not sure whether they have an account (2.3.2) or user proceeds without signing in (2.3.3).

2.3.1. Existing Account

1. If you already have a MAP account, click on the *"Sign In"* button, which will navigate you to the login.gov portal.

Note: If the system times out, the application will redirect you back to the Terms and Conditions page.

2. To sign in, first log in to login.gov by providing your login.gov credentials: *"Email address"* and *"Password"*. Once complete click *"Sign In"*.

3. To validate your MAP account, enter the "*NLRB Account Number*" and the designated "*Party/Attorney E-mail Associated with the Account"*. The account number is provided in the email confirmation received after E-Filing to a case or inquiry. If you are a paralegal or administrative person filing at the direction of a party or attorney, you will enter the email address for the party or attorney associated with the case. If you do not know the account number, follow the instruction in the Forgot Account Number section, below.

4. Verify the Google Captcha and click *"Continue"*.

2.3.1.1. Forgot Account Number

This functionality has been provided for users to request the account number in case they have either misplaced or forgotten it.

1. Click on *"Forgot Account Number?"*

2. Provide both the "*NLRB Case or Inquiry Number*" <u>**AND**</u> the
   "*Party/Attorney E-Mail Associated with the Case*".

3. Click *"Continue"* to have the system send the applicable party an email with their account number. If the provided email cannot be validated as a party on the case, the email notification will indicate that instead.

4. Click **"Return to Login"** once you have received the Account Number, which will navigate you back to the Account Validation screen.
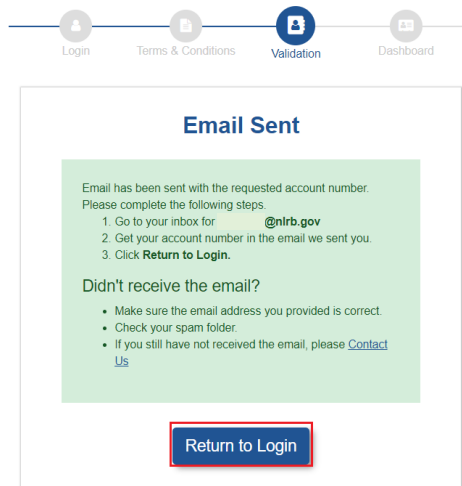
5. Once successfully logged in, the Case Information screen will display. Proceed to Section 2.4.

2.3.2. Validate Existing MAP Account

1. Enter the email address in the *"E-Mail"* field and then move out of the field.
2. If the email exists in the system, a pop-up notification will notify you that the email or account already exists. You will be given the option to *"Sign In"* or *"Continue as Guest".*
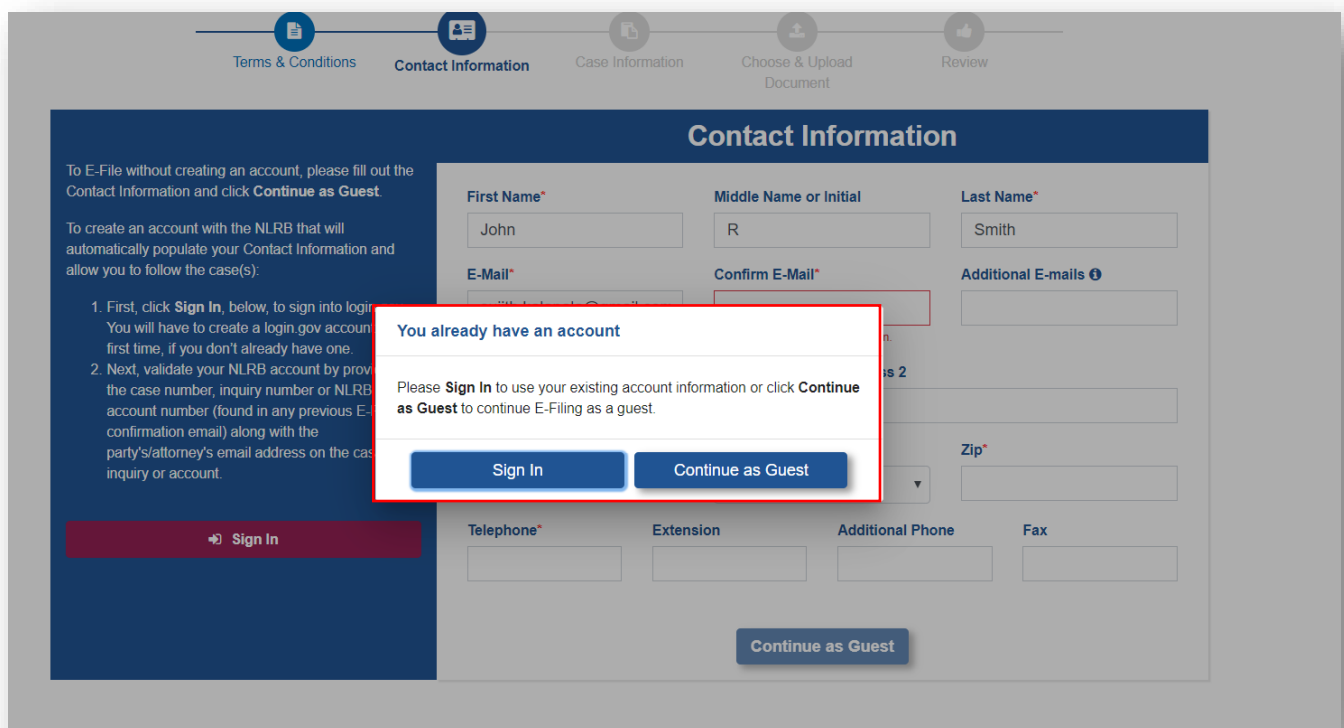
> **Note:** When you sign in your Contact Information will be auto-populated on the form.

2.3.3. New User

1. If you are a new user or would like to proceed as a guest without signing in, after accepting the Terms and Conditions, fill out the Contact Information. Once filled, click on *"Continue as Guest"*.

> **Note:** All fields with a red asterisk * are required to be filled in before proceeding to the next page.

2.4.   Case Information

1.   Enter the "*Case/Inquiry Number"* to which you want to E-File. Once entered, click on *"Search"*

2. If the case/inquiry is found in the system, the case/inquiry number, name and related cases will display, as shown below.

3. Select the role or the role for which you are a representative from the drop down, as shown above.
4. Select the office you want to E-File with from the drop down, as shown above.
5. Once complete, click *"Next"*.

2.5. Choose & Upload Document

1. Select the type of document you are E-Filing or to which you are E-Filing a response. Once selected, click on "**Proceed to Upload**". If you are requesting an extension of time to submit documents, click on "**Extension of Time Request**" and refer to Section 2.5.1.

2. If the document you are uploading contains Sensitive Personally Identifiable Information (SPII), indicate the SPII the document contains by checking the appropriate box(es), as shown below.

3. If the document you are uploading contains information covered by a Protective Order or Placed Under Seal, select the associated checkbox, as shown below.

Welcome to NLRB E-Filing   Need Help ? ▾

Terms & Conditions   Contact Information   Case Information   **Choose & Upload Document**   Review

Does this document contain SPII ?

The NLRB, per the E-Filing Terms, discourages the uploading of documents that contain Sensitive Personally Identifiable Information (SPII) unless the SPII is essential to the matter at issue. SPII is defined as a document that contains a person's name PLUS one or more of the following. (If your document does not contain any SPII, you may disregard Step 1 and continue to Step 2.) Which, if any, SPII does this document contain?

Person's Name PLUS

☐ Date of Birth
☐ Social Security Number
☐ Driver's License Number
☐ Financial Account Number
☐ Credit or Debit Card Number

Does the document Contain Information Covered by a Protective Order or Placed Under Seal?

E-FILINGS CONTAINING INFORMATION COVERED BY A PROTECTIVE ORDER OR "UNDER SEAL" MUST BE DESIGNATED

The NLRB, Per the E-Filing terms and conditions, if you are uploading an E-Filing that contains information (such as documents, testimony or other information) that may not be released to the public because the information is covered by a protective order, or has been placed "under seal," then you must indicate so now.

☐ Information Covered by a Protective Order or Placed Under Seal

Upload Documents

File Type (Accepted file types for upload - .txt, .doc, .docx, .pdf, .xls, .xlsx, .csv, .wav, .mp3, .mp4, .jpg, .jpeg, .png)

| No file chosen | | Choose File | Upload |

(Max Upload File Size is 100MB)

[Add More Documents] [Proceed to Review]

Contact Information
John Smith,
1001, Chicken Coop, STE 302,
Rockville, VA,
E-mail: rporter@nlrb.gov

Case/Inquiry Information
Case/Inquiry #: 25-CB-009523
Case/Inquiry Name: UNITED AUTO WORKERS (NAVISTAR, INC.)
Role: Court
Office: Division of Judges

4. Select the document to upload by clicking *"Choose File"*. After selecting the file, click *"Upload"*.

Need Help ? ▾

Terms & Conditions — **Contact Information** — **Case Information** — **Choose & Upload Document** — Review

Does this document contain SPII ?

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- [ ] Information Covered by a Protective Order or Placed Under Seal

Upload Documents

File Type (Accepted file types for upload - .txt, .doc, .docx, .pdf, .xls, .xlsx, .csv, .wav, .mp3, .mp4, .jpg, .jpeg, .png)

| No file chosen | Choose File | Upload |

(Max Upload File Size is 100MB)

Add More Documents   Proceed to Review

Contact Information

John Smith,
1001, Chicken Coop, STE 302,
Rockville, VA,
E-mail: rporter@nlrb.gov

Case/Inquiry Information

Case/Inquiry #: 25-CB-009523
Case/Inquiry Name: UNITED AUTO WORKERS (NAVISTAR, INC.)
Role: Court
Office: Division of Judges

Note: You can also use a mobile device to take a picture and upload directly from your device to E-File. The supported format is PNG, JPG, and JPEG.

5. Once uploaded, you will receive a "File Uploaded Successfully" notification.

Welcome to NLRB E-Filing

Need Help ? ▾

Terms & Conditions — Contact Information — Case Information — **Choose & Upload Document** — Review

Does this document contain SPII ?

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Person's Name PLUS

☐ Date of Birth
☐ Social Security Number
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☐ Financial Account Number
☐ Credit or Debit Card Number

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The NLRB, Per the E-Filing terms and conditions, if you are uploading an E-Filing that contains information (such as documents, testimony or other information) that may not be released to the public because the information is covered by a protective order, or has been placed "under seal," then you must indicate so now.

☐ Information Covered by a Protective Order or Placed Under Seal

Upload Documents

File Type (Accepted file types for upload - .txt, .doc, .docx, .pdf, .xls, .xlsx, .csv, .wav, .mp3, .mp4)

> File uploaded successfully. Click on "Add More Documents" or "Proceed to Review".   ✕

No file chosen   **Choose File**   **Upload**
(Max Upload File Size is 100MB)

Add More Documents   **Proceed to Review**

Contact Information

Test NxGen,
123 Test St, Reston, VA 20191
Ph: (703) 111-1111
E-mail: testnxgen@gmail.com
Additional E-mail:
testnxgen@gmail.com

Case/Inquiry Information

Case/Inquiry #: 31-CA-074295
Case/Inquiry Name: The Neiman Marcus Group, Inc.
Role: Charging Party
Office: Region

Attachment(s) Information

Signed Amended Charge Against Employer-Test.docx

2.5.1. Extension of Time Request

1. If you would like to request an extension to submit certain types of documents, click on *"Extension of Time Request"* and then *"Proceed"*.

2. Select the type of document that is due from the drop-down menu.

3. Select the Current Due Date and Requested Due Date.

4. Provide a reason for the extension.

6. Provide the party information, as necessary. Once all fields are complete, click on *"Proceed to Review"*.

2.6. Review

5. Review the information you have provided. If information is complete and ready to be submitted, click *"Submit"*. If corrections are needed, return to the previous pages and edit the information.

Terms & Conditions   Contact Information   Case Information   Choose & Upload Document   Review

Review

This is not a receipt. To complete the E-Filing process you must confirm the following information and click "Submit." You will then see a confirmation page and you will receive an acknowledgement by E-Mail.

Be sure to make a note of the Confirmation Number that will appear on the next page.

Please confirm that the following information is accurate

Contact Information

John Smith
1001, Chicken Coop, STE 302, Rockville, VA, 20852
E-mail: rporter@nlrb.gov

Case/Inquiry information

Case/Inquiry #:	25-CB-009523
Case/Inquiry Name:	UNITED AUTO WORKERS (NAVISTAR, INC.)
Filing Party:	Court
Submit E-File To:	Region

Attachments

🗑 Extension of Time Request-Answer to Compliance Specification--Current due date Oct 7, 2019--Requested due date Oct 9, 2019

Submit

6. After submitting your E-File, a confirmation page will be displayed. Make a note of the Confirmation Number. Select "Print" to keep a copy for your records.

Welcome to NLRB E-Filing

Need Help ?

Confirmation

🖶 Print

You have E-Filed your document(s) successfully. You will receive an E-Mail acknowledgement noting the official date and time we received your submission. Please save the E-Mail for future reference. You may wish to print this page for your records

Note: This confirms only that the document was filed. It does not constitute acceptance by the NLRB

My Account Portal: Now that you have logged in you may also navigate directly to My Account Portal.

**Please be sure to make a note of this confirmation number.**

Confirmation Number: 1004480717
Date Submitted: Monday, October 7, 2019 1:26 PM (UTC-05:00) Eastern Time (US & Canada)

Case Number: 25-CB-009523
Case Name: UNITED AUTO WORKERS (NAVISTAR, INC.)
Filing Party: Court
**Submitted E-File To Office:** Region 25, Indianapolis, Indiana

Contact Information:
John Smith
1001, Chicken Coop, STE 302, Rockville, VA, 20852,
E-mail: rporter@nlrb.gov

Attached Documents::
Extension of Time Request

3. Integration with My Account Portal (MAP)

This module explains how the E-Filing process has been integrated with MAP.

1. If you had signed in to submit your E-File, the email notification you receive will include a link to My Account Portal. Select the link to proceed to MAP.

2. When MAP opens you will see the cases and inquiries to which you are a party. You can select the E-File History tile to see your previous e-filings. The document you just e-filed will not show up in the E-File History tile until it has processed through NxGen. In addition, you can view your Profile information in the Profile tile.
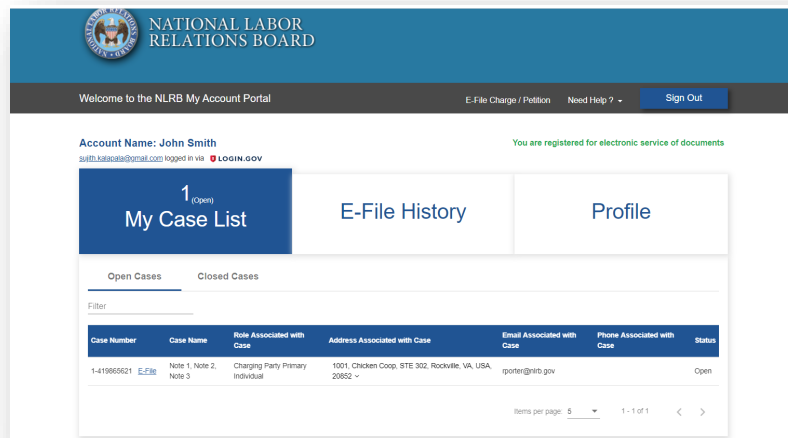
3. You can also E-File directly from My Account Portal by clicking on the E-File link next to the case/inquiry number to which you would like to E-File.
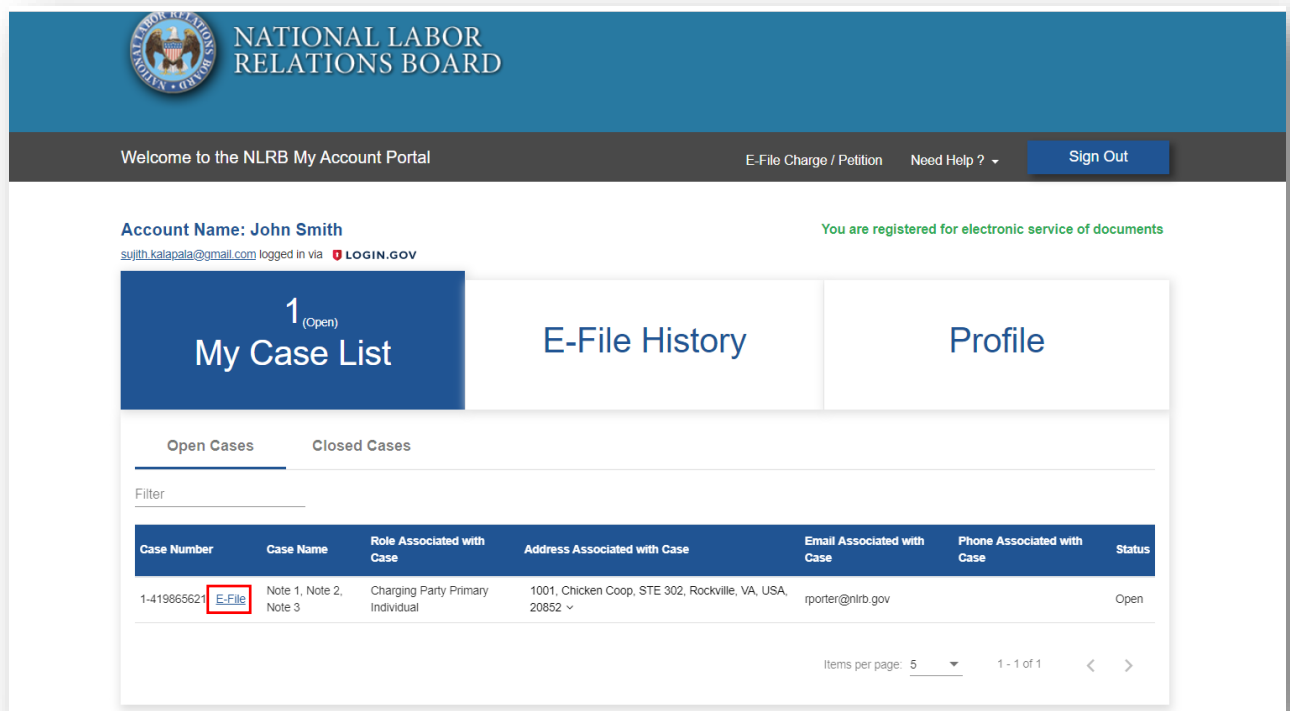
4. This takes you directly to the E-Filing Case/Inquiry Information page as referenced in Section 2.4, as shown below.

Note: For more information on MAP, please access MAP help and/or training documents.